

**Arkansas Department of Career Education
Curriculum Framework**

Course Title: Banking & Finance Principles

Career Cluster: Finance

Course Number	492050		
Credit	.5		
CIP Number	<i>(Program area responsibility to insert CIP code(s)/titles http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55)</i>		
Grade Level	10-12		
Prerequisite	Computerized Business Applications (CBA)		
Course Type	Core		
Teacher Certification	Please refer to the Course Code Management System (https://adedata.arkansas.gov/ccms/) for the most current licensure codes.		
CTSO	FBLA	DECA	Choose an item.
Facility Requirements	http://arkansasfacilities.arkansas.gov/SchoolFacManual.aspx		
	<i>(Program area responsibility to insert web address of certification site(s))</i>		

Course Description

Banking and Finance Principles is a one-semester course that assists the banking student in understanding the American banking system. Students study the Federal Reserve System, banking and the economy, functions of depository institutions, and daily transactions of depository institutions. This curriculum is adopted from Wisconsin Finance Youth Apprenticeship, Wisconsin Department of Industry, Labor, and Human Relations, Bureau of Apprenticeship Standards, Office for Workforce Excellence.

Program Purpose/Structure

Click here to enter text.

Laboratory Activities

Click here to enter text.

Special Notes

Click here to enter text.

Career and Technical Student Organization (CTSO)

FBLA

DECA

Standard 1.0 History of Banking				
Performance Indicator 1.1 Explain the History of Banking	Recommended Application/Activity	CCSS Standards	CCTC Standards	National Standards for Business Education
1.1.1 Analyze the weakness of the early banking system	<ul style="list-style-type: none"> Using the Internet or other research methods, apply critical thinking/problem solving skills as well as information technology application skills to find the weaknesses of the early banking systems and summarize your findings. (Written communications, poster, flyer etc.) Create a timeline of your discoveries. <p>Discuss Medium of Exchange, Financial Intermediary, Depository Intermediary, Non-Depository Intermediary, Stagflation</p>	SL9-10.2 SL9-10.4 SL11-12.2 SL11-12.4 L9-10.4 L9-10.6 L11-12.4 R11-12.2 W9-10.8 W11-12.8	FN12 FN-BNK1 FN-BNK3 FN-BNK5 CRP2 CRP4 CRP6-9 CRP11	EPF3
1.1.2 Discuss the National Bank Act and the effects it has had on the banking system	<ul style="list-style-type: none"> Using the Internet or other research methods, apply critical thinking/problem solving skills as well as information technology application skills to examine the National Bank Act and summarize your findings. (written communication or oral communications) Discuss Central Banks, Inflation – Applied Skills – Critical Thinking/Problem Solving, Information Technology Application 	SL9-10.4 SL9-10.5 SL11-12.2 SL11-12.4 L9-10.4 L9-10.6 L11-12.4 R11-12.2 W9-10.1-2 W11-12.8	FN-BNK1 FN12 CRP2 CRP4 CRP6 CRP7 CRP8 CRP9 CRP11	EPF3
1.1.3 Discuss the impact of the Great Depression on the banking industry	<ul style="list-style-type: none"> Using the Internet or other research methods, apply critical thinking/problem solving skills as well as information technology application skills to examine the Great Depression and summarize your findings in paragraph form, poster, flyer etc. Create a timeline of your discoveries. Discuss a Bank Run, Depositors, Currency, Great Depression 	SL9-10.1-2 SL9-10.4 SL11-12.2 SL11-12.4 L9-10.4 L9-10.6 L11-12.4 R11-12.2 W9-10.8 W11-12.8	FN12 CRP2 CRP4 CRP6 CRP7 CRP8 CRP9 CRP11	EPF3

Standard 2.0 Federal Reserve				
Performance Indicator 2.0 Explain the purpose of the Federal Reserve Act	Recommended Application/Activity	CCSS Standards	CCTC Standards	National Standards for Business Education
2.1.1 Interpret the purposes and services of the Federal Reserve System	<ul style="list-style-type: none"> Explore Federalreserve.gov using information technology and summarize your finds in a presentation method to present to the class. Discuss District Reserve Bank, FDIC (Federal Deposit Insurance Corporation), Member Bank, CAMELS (Capital Adequacy, Asset Adequacy, Management, Earnings, Liquidity and Sensitivity to risk) Deregulation, Discount Rate, Retail Bank, Commercial Bank, Wholesale Bank, Federal Reserve Regulations, Spread 	SL9-10.2 SL9-10.4 SL11-12.2 SL11-12.4 L9-10.4 L11-12.4 W9-10.8 W11-12.8	FN12 FN-BNK1 FN-BNK3 FN-BNK5 FN-BFN1-2 CRP2 CRP4 CRP6-9 CRP11	EPF3
2.1.2 Identify the 12 federal reserve districts	<ul style="list-style-type: none"> Watch "In Plain English" and using oral communications or teamwork/collaboration skills, to have a class discussion over the video. Check www.stlouisfed.org/inplainenglish/ 	SL9-10.4 SL11-12.2 SL11-12.4 L9-10.6 L11-12.4 R11-12.2 W9-10.8 W11-12.8	FN-BNK1 FN-BNK3 FN-BNK5 FN12 FN-BFN1-2 CRP2 CRP4 CRP6-9 CRP11	EPF3
2.1.3 Analyze the makeup of the board of governors of the Federal Reserve System and how the members are elected or appointed	<ul style="list-style-type: none"> Create a poster identifying the location of current board of governors and discuss their term lengths including how they were elected or appointed. Using the Internet search engines, research the biography information on the Chairman of the Board, type a one-two page report and present to the class. Include in your report the Ethical/Social Responsibility of this job. 	SL9-10.4 SL11-12.2 SL11-12.4 L9-10.6 L11-12.4 R9-10.1 R11-12.2 W9-10.8 W11-12.8	FN12 FN-BNK1 FN-BNK3 FN-BNK5 CRP2 CRP4 CRP6-8 CRP11	EPF3

2.1.4 Identifying the responsibilities of the Board of Governors for the Federal Reserve System	<ul style="list-style-type: none"> Create a job description using innovation skills for a member of the Board Governors. Explain why specific skills are important for this position. Also discuss the professionalism, social responsibility, leadership, diversity, and work ethic involved. 	SL9-10.4 SL11-12.2 SL11-12.4 L9-10.6 L11-12.4a R9-10.1 R11-12.2 W9-10.8 W11-12.8	FN12 FN-BNK1 FN-BNK3 FN-BNK5 FN-BFN1 FN-BFN2 CRP2-4 CRP6-9 CRP11	EPF3
2.1.5 Discuss monetary policy and how the Federal Reserve exercises control	<ul style="list-style-type: none"> Using the Internet search the monetary policy and how interest rates affect consumer purchases. Compare and contrast monetary and fiscal policies. Have students create a VIN diagram, create a chart comparing/contrasting, or write a one page report on their findings. 	SL9-10.4 SL11-12.2 SL11-12.4 L9-10.6 L11-12.4a R9-10.9 R11-12.2 W9-10.8 W11-12.8	FN12 FN-BNK1 FN-BNK3 FN-BNK5 CRP2 CRP4 CRP6-8 CRP11	EPF3

Standard 3.0 Reporting Financial Performance

Performance Indicator 3.0 Reporting Financial Performance	Recommended Application/Activity	CCSS Standards	CCTC Standards	National Standards for Business Education
3.1.1 Assessing the importance of accurate accounting data	<ul style="list-style-type: none"> Use scenarios to illustrate how inaccurate data can affect depositors and investors. 	SL9-10.4 SL11-12.4 L9-10.4 L11-12.4 R9-10.8 R11-12.8 W9-10.8 W11-12.8	FN-ACT1-3 CRP2 CRP4 CRP6-8 CRP11	ACC4 ACC5

3.1.2 Analyze Income Statements and Balance Sheets	<ul style="list-style-type: none"> Using materials provided, students will be able to identify the parts of the Income Statement and Balance Sheet. With this information, students will be able to determine if there is a net income or net loss for the fiscal accounting period. Discuss Net Income, Net Loss, Profit, Return on Assets, Asset, Equity, Spread, Revenue, Liability, Liquid Asset. 	SL9-10.4 SL11-12.4 L9-10.6 L11-12.6 R9-10.7-8 R11-12.7-8 W9-10.8 W11-12.8-9	FN1 FN12 FN-BNK1 FN-BNK3 FN-BNK5 ACT2 CRP2-4 CRP6-8 CRP11	ACC4 ACC5 CMP1 CMP2 CMP3 CMP4 CMP6
3.1.3 Evaluate performance ratios	<ul style="list-style-type: none"> Compare and Contrast between previous years' performance ratios and acceptable industry standards. Discuss Return on Asset and Return on Equity 	SL9-10.4 SL11-12.4 L9-10.6 L11-12.6 R9-10.2 R11-12.2 W9-10.8 W11-12.8	FN1 FN12 FN-BNK1 FN-BNK3 FN-BNK5 ACT2 CRP2 CRP4 CRP6-7 CRP11	CMP1 CMP2 CMP3 CMP4 CMP6
3.1.4 Describe cost allocation and pricing of services	<ul style="list-style-type: none"> Compare and Contrast the pricing of services provided by various financial institutions. Discuss Niche Market and Retail Services of Financial Institutions, Competitive Marketing, Deregulation 	SL9-10.4 SL11-12.2 SL11-12.4 L9-10.6 L11-12.4 R9-10.1 R9-10.3 R9-10.7-8 R11-12.2 W9-10.8-9 W11-12.1 W11-12.8-9	FN1 FN12 FN-BNK1 FN-BNK3 FN-BNK5 FNACT-3 CRP2 CRP4 CRP6-8 CRP11	ENT4 EPF14

Standard 4.0 Deposit and Payment Function

Performance Indicator 4.1 Identify Deposits in Banks	Recommended Application/Activity	CCSS Standards	CCTC Standards	National Standards for Business Education
4.1.1 Distinguish between the major types of deposit accounts	<ul style="list-style-type: none"> Students will compare/contrast the types of deposit accounts that banks offer. There is a minimum of three banks used. From their findings have students create a poster, chart, presentation, etc. identifying the different accounts. Discuss Transaction Account, Timed Deposit, Demand Deposit, Individual Accounts, Joint Accounts, Commercial Account, Pay On Death, Money Market Account, Check 21, Substitute Check, Certificate of Deposit, Savings Account 	SL9-10.2 SL9-10.4 SL11-12.2 SL11-12.4 L9-10.6 L11-12.6 R9-10.2 R11-12.2 W9-10.8 W11-12.8	FN-BNK1 FN-BNK3-6 FN-ACT3 CRP2 CRP4 CRP6-8 CRP11 FN8 FN11-12 FN14	BL5 EPF15
4.1.2 Classify Interest-Bearing accounts	<ul style="list-style-type: none"> Students will compare/contrast the types of interest bearing accounts that financial institutions offer. From their results, have students' create a poster, chart, presentation, etc. Discuss Interest Bearing Accounts, Simple Interest, Compound Interest, Simple Interest, Annual Percentage Rate (APR), Annual Percentage Yield (APY), Principal, Banker's Year of 360 Days 	SL9-10.2 SL9-10.4 SL11-12.2 SL11-12.4 L9-10.6 L11-12.6 R9-10.2 R11-12.2 W9-10.8 W11-12.8	FN-BNK1 FN-BNK3-6 FN-ACT3 CRP2 CRP4 CRP6-8 CRP11 FN8 FN11-12 FN14	BL5 EPF15
4.1.3 Explain how interest is calculated	<ul style="list-style-type: none"> Using various resources, including an online calculator (bankrate.com), compute simple interest, compound interest, and determine how interest rate variations can impact consumer behavior. 	SL9-10.2 SL11-12.2 L9-10.6 L11-12.6 R9-10.2 R11-12.2 W9-10.8 W11-12.8	FN-BNK1 FN-BNK3-6 FN-ACT3 CRP2 CRP4 CRP6-8 CRP11 FN8 FN11-12 FN14	EPF13 CMP1 CMP2 CMP3 CMP4 CMP6

4.1.4 Analyze the flow of deposits	<ul style="list-style-type: none"> Create a graphic representation or flow chart of how money is added or removed from the economy by the Federal Reserve. Discuss Interbank Transactions 	SL9-10.2 SL11-12.2 L9-10.4 L11-12.4 W9-10.8 W11-12.8	FN-BNK1 FN-BNK3-6 FN-ACT3 CRP2 CRP4 CRP6-8 CRP11 FN8 FN11-12 FN14	EPF7 EPF9 EPF12 EPF13
4.1.5 Describe Deposit Regulations	<ul style="list-style-type: none"> Have students' investigate the legal regulations imposed on depositors and financial institutions by deposit regulations. Discuss Governing Documents, Stale Check, Post-Dated Check, Federal Reserve Regulations, Waivers, Resolution Form, Overdraft, Withdrawal, Account Rules, Deposit Rate Schedules, Fee Schedules, Check Hold Policies, Disclosure Statements, Opting Out Options, Signature Policies, Minimum Balance/Service Charges, Account Statement Policies, Other Policies (Stop Payment, Inactive Accounts, Dormant Accounts) 	SL9-10.2 SL11-12.2 L9-10.4 L11-12.4 R11-12.2 W9-10.8 W11-12.8	FN-BNK1-5 FN-BNK7 FN-ACT3 CRP2 CRP4 CRP6-8 CRP11 FN8 FN11-12 FN14	EPF12 EPF15
4.1.6 Exploring Advances in Banking Technology	<ul style="list-style-type: none"> Interview someone who works in the banking industry, or invite a guest speaker, to discuss the future of payment systems. Have students summarize the findings in a brief report or presentation. Discuss Online Banking, Mobile Banking, Automated Teller Machines (ATMs), Electronic Funds Transfer (EFTs), Check 21, Cash Card, Charge Card, Debit Card, Security Code, Personal Identification Number (PIN), Smart Card, Direct Deposit, E-Commerce, Deposit, Draft, Electronic Deposit, Biometrics 	SL9-10.2 SL11-12.2 L9-10.4 L11-12.4 R11-12.2 W9-10.8 W11-12.8	FN-BNK1-7 FN-ACT3 CRP2 CRP4 CRP6-8 CRP11 FN8 FN11-12 FN14	IT16

Performance Indicator 4.2 Negotiable Instruments	Recommended Application/Activity	CCSS Standards	CCTC Standards	National Standards for Business Education
4.2.1 Identify the Different Types of Negotiable Instruments	<ul style="list-style-type: none"> With materials provided, have students analyze several forms of negotiable instruments such as checks, drafts, bills of exchange, and promissory notes. Discuss Negotiable Instrument, Bearer Instrument, Draft, Bill of Exchange, Promissory Note, Commercial Paper, Check, Check Number, Payee, Signature, Memo, Identification Numbers, Drawee, Drawer, Bank Reconciliation, Check Counterfeiting, Magnetic Ink Character Recognition (MICR) 	SL9-10.2 SL11-12.2 L9-10.6 L11-12.6 R9-10.2 R11-12.2 W9-10.8 W11-12.8	FN-BNK1-5 FN-BNK5 FN-BNK7 FN-ACT3 CRP2 CRP4 CRP6-8 CRP11 FN1-2 FN6 FN8-9 FN11-12 FN14	BL6
4.2.2 Identify Bank Requirements For Honoring Checks	<ul style="list-style-type: none"> Have students prepare a computer presentation discussing reasons why a check might be rejected. Discuss Elements of Negotiability, Holder In Due Course, Written, Signature, Unconditional Promise or Order, Sum Certain, Payable on Demand or at a Defined Time, Words of Negotiation 	SL9-10.2 SL11-12.2 L9-10.4 R11-12.2 W9-10.1 W9-10.8 W11-12.8	FN-BNK1-7 FN-ACT3 CRP2-4 CRP6-8 CRP11 FN1-2 FN6 FN8-9 FN11-12 FN12 FN14	BL6

4.2.3 List Common Forms of Check Endorsements	<ul style="list-style-type: none"> Review the four main types of endorsements, which determine degree of negotiability (blank, restrictive, full, and qualified). Discuss the security of each. Ask students why a blank endorsement is considered to be the least secure of the four types. Discuss Endorsement, Blank Endorsement (Open Endorsement), Full Endorsement (Special Endorsement), Qualified Endorsement, Restrictive Endorsement 	SL9-10.4 SL11-12.4 L9-10.6 L11-12.4 R9-10.2 R11-12.2 W9-10.8 W11-12.8	FN-BNK1 FN-BNK3-5 FN-BNK7 FN-ACT3 CRP2-4 CRP6-8 CRP11 FN1-2 FN6 FN8-9 FN11-13 FN14	BL6
4.2.4 State the Sequence of Events As a Check is Processed For Payment	<ul style="list-style-type: none"> Provide students with a handout showing the steps that occur as a check makes its way through the check payment process. Draw the check payment and processing diagram on the board without any of the labels and arrows. As you discuss the check processing system, ask students to help label the boxes and insert the arrows. Discuss Transit Number, Float, Return Check (Insufficient Funds), Federal Reserve Act of 1913, Uniform Commercial Code (UCC) of 1958, Expedited Funds Availability Act (EFAA) of 1987, Check 21, Electronic Check Conversion, Post Dated Check, Overdraft Protection 	SL9-10.2 SL9-10.4 SL11-12.2 SL11-12.4 L9-10.4 L11-12.4 R9-10.7 R9-10.8 R11-12.7 R11-12.8 W9-10.8 W11-12.8	FN-BNK1 FN-BNK3-5 FN-BNK7 FN-ACT3 CRP2-4 CRP6-8 CRP11 FN1-2 FN6 FN8-9 FN11-12 FN14	EPF15
4.2.5 Explain How Banks And Other Financial Institutions Use Automated Forms Of Payment	<ul style="list-style-type: none"> Have students brainstorm a list of advantages and disadvantages of electronic funds transfer. Based on the generated list, determine what questions should be asked before arranging for a direct deposit? Discuss Direct Deposits, Online Transfers, Person-to-Person Payments (P2P), Bill Payment Services, Electronic Funds Transfer (EFT) 	SL9-10.2 SL11-12.2 L9-10.4 L11-12.4 R9-10.7-8 R11-12.4 R11-12.7-8 W9-10.8 W11-12.8	FN-BNK1 FN-BNK3-5 FN-BNK7 FN-ACT3 CRP2-4 CRP6-9 CRP11 FN1-2 FN6 FN8-9 FN11-12 FN14	EPF15

Standard 5.0 The Credit Function				
Performance Indicator 5.1 Identify Bank Loans and Mortgages	Recommended Application/Activity	CCSS Standards	CCTC Standards	National Standards for Business Education
5.1.1 Categorize Consumer Loans And Discuss Consumer Loan Theory	<ul style="list-style-type: none"> Students will go to the following website: http://www4.fdic.gov/SDI/main.asp and select "Net Loans and Leases". Review the list of 32 defined types of loans. Discuss the complexity of maximizing profits and minimizing risk with so many potential variables to management. Have students visit MyRichUncle at www.myrichuncle.com/HowLoansWork.aspx to review loan options, including origination fees and APR. Have students compare MyRichUncle loan costs to loan costs for federal Stafford loans. Contact at least two different institutions offering Stafford loans to compare rates. Prepare a chart comparing loan costs of loans available through MyRichUncle and Stafford loans and then share results. Have students discuss how the popular saying "don't put all your eggs in one basket" is a reflection of MPT. Describe the two key concepts of MPT. Discuss Asset Management, Modern Portfolio Theory (MPT), Adverse Selection, Captive Borrower, Moral Hazard, Credit Rationing, Adverse Selection, Installment Loan, Secured Loan, Collateral, Lien, Unsecured Loan, Open-End Loan, Grace Period, Acceleration Clause, Origination Fees, Late Payment Fees 	SL9-10.2 SL9-10.4 SL11-12.2 SL11-12.4 L9-10.4 L9-10.6 L11-12.4 R11-12.6 W9-10.8 W11-12.8	FN-BNK1 FN-BNK3-5 FN-BNK7 FN-ACT3 CRP2 CRP3 CRP4 CRP6 CRP7 CRP8 CRP9 CRP11 FN8 FN11 FN12 FN14	EPF17
5.1.2 Granting And Analyzing Credit	<p>Ask students if they think poor credit history should prevent them from being approved for a loan. Why or why not? Using the Internet, research credit scores ratings of "The Big 3" (TransUnion, Equifax, and Experian) and create a chart illustrating the different levels of credit. Ask students why the bank would need to have this information before deciding whether or not to grant a loan.</p> <ul style="list-style-type: none"> Discuss Risk Management, Credit Approval Process, Underwriting, Subprime Rates, Consumer Reporting Agency (CRA), Credit Scoring Systems, Fair, Isaac and Company (FICO), Revolving Credit, Annual Percentage Rate (APR), Sum-of-Digits Method, Previous Balance Method, Adjusted Balance Method, Average Daily Balance Method, Predatory Lending, Term, Over-Extension, The Big 3 (TransUnion, Equifax, Experian), Identity Theft 	SL9-10.2 SL9-10.4 SL11-12.2 SL11-12.4 L9-10.4 L11-12.4 R9-10.7 R9-10.8 R11-12.7 R11-12.8 W9-10.8 W11-12.8	FN-BNK1 FN-BNK3-7 FN-ACT3 CRP2-4 CRP6-9 CRP11 FN1 FN2 FN6 FN8 FN9 FN11 FN12 FN14	EPF16

5.1.3 Discuss Bank Loans And Policy	<ul style="list-style-type: none"> Ask students to list risks that banks face when making loans. The risks include the failure of borrowers to repay a loan and the possibility that the interest rate the bank charges on borrowed funds could increase, leaving it with outstanding loans with lower rates, potentially causing less interest to come in that goes out. Students should suggest that banks must have specific guidelines and procedures to follow in the loan application and approval processes. Discuss Loans And Liquidity, Liquidity Risk, Credit Risk, Market Risk 	SL9-10.2 SL11-12.2 L9-10.6 L11-12.6 R9-10.7-8 R11-12.7-8 W9-10.8 W11-12.8	FN-BNK1 FN-BNK3-5 FN-BNK7 FN-ACT3 CRP2-4 CRP6-9 CRP11 FN1-2 FN6 FN8-9 FN11-12 FN14	EPF17
5.1.4 Critique Mortgage Lending	<ul style="list-style-type: none"> Research information that includes the down payment, the types of mortgage loans available, the current interest rates, the government-backed programs available for financing, the monthly payments, PMI, and so forth. Create a presentation on their findings to share with the class. Discuss Mortgage, Foreclosure, Fixed Rate Mortgage (Conventional Mortgage), Balloon Mortgage, Adjustable Rate Mortgage (ARM), Buy-Down Mortgage, Point, Shared Appreciation (SAM), Refinancing, Home Equity Loans, Reverse Mortgage, Interest Rate, Payment, Index, Formula, Adjustment Interval, Periodic Cap, Lifetime Cap, Escrow, Principal, PITI (Principal, Interest, Taxes, Insurance), Loan-to-Value (LTV), C's of Credit (collateral, capacity, credit reputations), Truth-In-Lending Act (TILA), Equal Credit Opportunity Act (ECOA), Fair Credit Reporting Act (FCRA), Fair Debt Collection Practices Act (FDCPA), Redlining 	SL9-10.2 SL11-12.2 L9-10.4 L11-12.4 W9-10.1B W9-10.8 W11-12.8	FN-BNK1 FN-BNK3-7 FN-ACT3 CRP2-4 CRP6-9 CRP11 FN1-2 FN6 FN8-9 FN11-12 FN14	EPF10
5.1.5 Analyze Government-Backed Loans	<p>Divide students into small groups and direct them to the FHS website at www.hud.gov/news/fhasecure.cfm. Assign a specific category for each group to review. Have each group present a summary of the content in the section. Lead a whole class discussion regarding the effectiveness of the program.</p> <ul style="list-style-type: none"> Discuss Fannie-Mae, Freddie Mac, Ginnie Mae, Federal Housing Administration (FHA), Veterans Administration (VA), U.S. Department of Agriculture's Rural Housing Service (USDA) 	SL9-10.2 SL9-10.4 SL11-12.2 SL11-12.4 L9-10.4 L11-12.4 W9-10.8 W11-12.8	FN-BNK1 FN-BNK3-5 FN-BNK7 FN-ACT3 CRP2-4 CRP6-9 CRP11 FN1-2 FN6 FN8-9 FN11-12 FN14	EPF16

5.1.6 Explain The Mortgage Crisis	<ul style="list-style-type: none"> Have students' research bond ratings and prepare a brief report to present to the class on how these ratings affect the mortgage securitization process. Mortgage-Backed Securities, Negative Equity, Bond Ratings 	SL9-10.2 SL11-12.2 L9-10.4 L11-12.4 R11-12.2 W9-10.8 W11-12.8	FN-BNK1 FN-BNK3-5 FN-BNK7 FN-ACT3 CRP2-4 CRP6-9 CRP11 FN1-2 FN6 FN8-9 FN11-12 FN14	CMP1 CMP2 CMP3 CMP4 CMP6
-----------------------------------	--	---	---	--------------------------------------

Glossary

Standard 1.0 History of Banking

Bank Run – occurs when many people try to withdraw their money at once

Central Banks – government banks that manage, regulate, and protect both the money supply and the banks

Currency – all media of exchange circulating in a country

Depositors – people who put money into banks

Depository Intermediary – financial institutions that get funds from the public and use them to finance their business

Financial Intermediary – institution, firm, or individual who mediates between two or more parties in a financial context

Great Depression – the worst and longest economic crisis for Western industrialized nations during the twentieth century; it began in 1929 and extended worldwide until about 1939

Inflation – occurs when rising prices decrease the value of money

Medium of Exchange – an agreed-upon system for measuring the value of goods and services

National Bank Act – (Previously The National Currency Act) The National Bank Act (1863) was a United States federal law that established a system of national charters for the United States national banks. It encouraged development of a national currency based on bank holdings of U.S. Treasury securities.

Non-Depository Intermediary – financial institutions that do not take or hold deposits

Stagflation – condition of slow economic growth and high unemployment

Standard 2.0 Federal Reserve

CAMELS (Capital Adequacy, Asset Adequacy, Management, Earnings, Liquidity and Sensitivity to Risk) – six criterion of safety and soundness used to evaluate banks.

Commercial Bank - the most common form of government-backed corporate banks. A financial institution that provides services, such as accepting deposits, giving business loans and auto loans, mortgage lending, and basic investment products like savings accounts and certificates of deposit

Deregulation- the loosening of government control

Discount Rate – the interest rate for loans charged to banks by The Federal Reserve

District Reserve Bank – A regional bank of the Federal Reserve System

FDIC (Federal Deposit Insurance Corporation) - An agency that guarantees bank deposits.

Federal Reserve (The Fed) - the central banking system of the United States

Federal Reserve Regulations – rules put in place by the Federal Reserve Board to regulate the practices of banking and lending institutions usually in response to laws

Member Bank – a national or state bank that is part of the Federal Reserve System

Retail Bank – a financial institution developed to help individuals or who are not served by commercial banks

Spread – the difference between interest paid and interest received by banks

Wholesale Bank –providing banking services between merchant banks and other financial institutions. Wholesale banks deal with larger institutions.

Standard 3.0 Reporting Financial Performance

Asset - anything of value

Competitive Marketing- offering a variety of innovative products and services at competitive rates in order to retain existing customers and attract new customers

Deregulation- loosening of government control

Equity – the difference between what an item is worth and what is owed on it

Liability – to banks, deposits represent this type of obligation

Liquid Asset – anything of value that can be readily exchanged

Net Income – is the income that is left over after adding total revenue and gains and subtracting all expenses and losses for the reporting period

Net Loss – when expenses exceed the income or total revenue produced for a given period of time

Niche Market – targeting particular customers in defined locations or by particular services

Profit – revenue minus cost

Retail Services of Financial Institutions – offering financial services which include credit cards, innovative lending options, and accounts and focuses on sales, service, innovation, and marketing

Return on Assets (ROA) – the ratio of net income to total assets

Return on Equity (ROE) - measures how well a bank is using its equity (also called stockholders equity)

Revenue – income that a company receives from its normal business activities

Spread – the difference between what a bank pays in interest and what it receives in interest

Standard 4.0 Deposit and Payment Function

Account Rules – Provides a detailed explanation of the policies, procedures, requirements, and agreements applying to that account spelling out what is expected of both the customer and the bank.

Account Statement Policies – Policies requiring what is included in a bank statement, the account holder to examine the bank statement in a timely manner, and procedures for handling discrepancies.

Annual Percentage Rate (APR) - nominal rate on which interest is calculated per year

Annual Percentage Yield (APY) - effective rate of interest when compounding is factored in

Automated Teller Machines (ATM) – Fee based mechanism by which customers can perform banking transactions without the aid of a bank teller

Bank Reconciliation – process that explains the difference between the bank balance shown in a bank statement, as supplied by the bank, and the corresponding amount shown in the depositor's own accounting records at a particular point in time

Banker's Year of 360 Day - A year that consists of 12 months, each of them having 30 days each, and amounting to a 360-day year. This system makes it easier for financial institutions to calculate interest

Bearer Instrument – instrument which is payable to whomever holds it

Bill of Exchange –negotiable and unconditional written order, such as a check, draft, or trade agreement, addressed by one party to another

Bill Payment Services -- Routine, automated payments made from a banking, brokerage or mutual fund account to vendors. The automated function can be initiated either with the source of funds (the bank with the checking account) or the vendor to whom payment is owed. Automatic bill payments occur over an electronic payment system, such as the Automated Clearing House (ACH).

Biometrics -- the measurement and analysis of unique physical or behavioral characteristics (as fingerprint or voice patterns) especially as a means of verifying personal identity

Blank Endorsement (Open Endorsement) – signature of the holder which is the least secure of the four main types of endorsement, but it is also the most negotiable

Cash Card – commonly used at an automated teller machine (ATM) at which consumers can get cash, make transfers and deposits or perform almost any other banking function at the machine by inserting the card and entering a personal identification number (PIN)

Certificate of Deposit – Certificates issued by banks that guarantees the payment of a fixed interest rate until a specified date in the future

Charge Card – card that specifies that consumers must pay the account in full at the end of the month

Check -- A written, dated and signed instrument that contains an unconditional order from the drawer that directs a bank to pay a definite sum of money to a payee.

Check Counterfeiting – can mean either entirely creating a check with desktop publishing equipment or simply duplicating a check with advanced color photocopiers

Check 21 – Federal legislation effective in October 2004 that created a new category of negotiable instrument, and allows banks to process check information electronically

Check Hold Policies -- Denotes a period of time equal to the maximum number of days that a bank can legally hold the money from a check that was deposited. After this time it must credit the funds to the account of the party making the deposit. The check holding period is normally the same number of days as it takes for the check to go through the bank's clearing cycle.

Check Number -- an order by a depositor on a commercial bank to pay a specified sum on demand to a designated payee or, when the check is endorsed by the payee, to others

Commercial Accounts – a financial account is owned and used by a business

Commercial Paper – a short term (270 or fewer) note or draft issued by a corporation or government

Debit Card – transfers money from a person's designated account to the account of the retailer

Demand Deposit – type of transaction account that is payable on demand whenever the depositor chooses

Deposit Rate – the amount paid out in interest by a bank or financial institution on cash deposits

Direct Deposit – the electronic transfer of a payment directly from the account of the payer to the recipient's account

Disclosure Statements – a document given to a potential borrower stating all terms of the loan

Dormant Accounts -- When there has been no financial activity for a long period of time, other than posting of interest, an account can be classified as dormant. Statute of limitations usually does not apply to dormant accounts, and funds can be claimed by the owner or beneficiary at any time. Many banks have accounts that have been left dormant for years because the account holders have forgotten about them.

Draft – order signed by one party that is addressed to another party directing the drawee to pay someone the amount indicated on the draft

Drawee -- A legal and banking term used to describe the party that has been directed by the depositor to pay a certain sum of money to the person presenting the check or draft. A typical example is if you are cashing a paycheck. The bank that cashes your check is the drawee, your employer who wrote the check is the drawer, and you are the payee.

Drawer -- A written, dated and signed instrument that contains an unconditional order from the drawer that directs a bank to pay a definite sum of money to a payee.

E-Commerce – activities that relate to the buying and selling of goods and services over the Internet

Electronic Check Conversion – allows a billing party to use the information on a check to initiate an electronic funds transfer from your account

Electronic Deposit – electronic funds that are deposited directly into your bank account rather than through a paper check

Electronic Funds Transfer (EFT) -- Any transfer of funds that is initiated by electronic means

Elements of Negotiability – a written, signed, unconditional promise or order to pay a fixed amount on demand or at a defined time

Endorsement – a legal term that refers to the signing of a document which allows for the legal transfer of a negotiable from one party to another.

Expedited Funds Availability Act (EFAA) of 1987 was passed to combat an abuse of the check payment system practiced by a few bank –has to do with FLOAT

Federal Reserve Act of 1913 – created a system to stabilize the banking system

Federal Reserve Regulations -- Rules put in place by the Federal Reserve Board to regulate the practices of banking and lending institutions, usually in response to laws enacted by the legislature. The primary purpose of most Federal Reserve regulations is to protect individual consumers against banking and lending practices that are deceptive, can potentially cause financial harm or violate individual privacy rights.

Fee Schedules – A schedule of maximum charges for providers who charge on a fee for service basis

Float – funds that are on deposit at two institutions at the same time due to inefficiencies in the collection system allowing a person or firm to earn extra income because the two institutions are paying interest on the same funds

Full Endorsement (Special Endorsement) – transfers a check to another specified party

Governing Documents – Formal set of documents that outline customer rights, the policies and rules of a bank, and how customers can expect their bank to operate

Holder In Due Course – person or financial institution that acquires a check or promissory not received in good faith as payment and who is entitled to payment by the drawer of the check or note

Identification Numbers – Give the check number, the bank number and the account number at the bottom of the check printed in magnetic ink

Inactive Accounts – Where there has been no financial activity for a long period of time, other than posting of interest

Individual Accounts - an account owned by one person

Interbank Transactions - Transactions that occur when banks make or receive deposits from each other or from the Fed

Interest Bearing Accounts –An account that earns interest on the balance

Joint Accounts - Checking account that has two or more owners, each of whom has equal and independent access to the account

Memo – An optional entry to note the check's purpose or other information

Magnetic Ink Character Recognition (MICR) – The identification numbers that appears at the bottom of the check printed in magnetic ink that allows computer to read the printed information

Minimum Balance/Service Charges – A fee charged if the account falls below a set minimum amount

Mobile Banking – Executing a variety of banking transactions using a cell phone

Money Market Account – Time deposits that offer a higher rate of interest than regular savings accounts and usually require a higher initial deposit to open

Negotiable Instrument – written order or promise to pay sum of money, either to a specified party or to the person who holds it

Online Banking – The performance of banking activities via the Internet

Online Transfers - The performance of transfers via the Internet

Overdraft – occurs when withdrawals are greater than deposits

Overdraft Protection – a line of credit the bank offers by transferring funds if their account becomes overdrawn. A fee is charged for the service, but the customer avoids a Non-Sufficient Funds charge.

Pay On Death – the beneficiary receives ownership of the account upon providing a death certificate to the bank

Payable on Demand or at a Defined Time – if a negotiable instrument bears no instruction as to when it is due, it is payable on demand (immediately). If it shows a specific time, then it is payable then.

Payee – receiver of the funds

Personal Identification Number (PIN) – secret numeric password shared between a user and a system that can authenticate the user to the system

Person-to-Person Payments (P2P) – online system that allows consumers to pay each other directly for a product

Post Dated Check – dated later than when it was written

Principal – unpaid amount on a loan, upon which interest is calculated

Promissory Note – written promise to pay at a fixed or determinable future time a sum of money to a specified individual

Qualified Endorsement – attempt to limit the liability of the endorser without limiting an instrument's further negotiability

Resolution Form – grants authority for specified individuals to manage account transactions on behalf of the business

Restrictive Endorsement – limits the use of the instrument to a means specified by the endorser

Return Check (Insufficient Funds) – check written on an account that does not have adequate funds to cover it and which is returned unpaid to the person who deposited it

Savings Account – time deposit account in which interest is earned on deposited funds

Fee Schedules – show all charges that apply to each specific type of deposit account

Security Code – used for a “card not present” payment transaction and is typically located on the back of a credit or debit card and is a separated group of three digits to the right of the signature strip

Signature – a valid signature of the maker of the check. Banks will not negotiate checks without a signature.

Signature Policies – card on file with signatures of all parties to an account. Specifically states who may do what with the account

Simple Interest -- A quick method of calculating the interest charge on a loan. Simple interest is determined by multiplying the interest rate by the principal by the number of periods.

Smart Card – credit, debit, or other type of card that has an embedded microchip

Stale Check – check which is dated six months or more before it is presented for payment or deposit

Stop Payment -- A request made to a financial institution to cancel a check or payment that has not been processed yet. A stop payment order is issued by the account holder, and can only be enacted if the check or payment has not already been processed by the recipient.

Substitute Check -- A paper reproduction of a check that is copied electronically. Strict guidelines exist regarding the requirements that must be met for the creation of a substitute check, because the substitute can be legally used in any manner in which the original check could function. Typically, substitute checks are often slightly larger and include pictures of the original check's front and back as well as text declaring that the check is a legal copy.

Sum Certain -- A legal description of the predetermined settlement price for a contract or negotiable instrument. A sum certain refers to a fixed or specific amount of money, without any room for ambiguity. A negotiable instrument cannot be negotiated unless it stipulates a sum certain.

Timed Deposits -- deposits including savings accounts, money market deposit accounts, certificates of deposit (CDs), and various bonds that are held for a mature at a specified time

Transaction Account -- account that allows transactions to occur without restrictions on the frequency or the volume of transactions

Transit Number -- 9-digit number that identifies the bank that holds the checking account and is responsible for payment

Unconditional Promise or Order -- A document that promises payment to a specified person or the assignee. The payee (the person who receives the payment) must be named or otherwise indicated on the instrument. A check is considered a negotiable instrument. This type of instrument is a transferable, signed document that promises to pay the bearer a sum of money at a future date or on demand. Examples also include bills of exchange, promissory notes, drafts and certificates of deposit.

Uniform Commercial Code (UCC) -- A standard set of business laws that regulate financial contracts. The Uniform Commercial Code has been adopted by most states in the U.S. The code itself has nine separate articles. Each article deals with separate aspects of banking and loans. The UCC better enabled lenders to loan money secured by the borrower's personal property.

Waivers -- A provision in a consumer credit contract or loan agreement that permitted creditors to seize or threaten to seize specific possessions or property (typically those considered necessities) even if state law treated them as exempt from seizure. A debtor who signed a waiver of exemption made such exempt property available to a creditor who obtained a judgment to satisfy a debt. Such waivers of exemption are no longer permissible under the Federal Trade Commission Rule.

Withdrawal -- The removal of funds from a fixed-term investment before the maturity date, or the removal of funds from a tax-deferred investment account or retirement savings account, such as an IRA or 401(k) before a prescribed time. Early withdrawal could be anything earlier than the account owner's attainment of a prescribed minimum age requirement, or the maturity of a fixed-term investment, such as a certificate of deposit (CD).

Words of Negotiation -- are instructions about how the instrument's value may be obtained

Written Signature -- a document must signed by a person capable of making the order or promise for it to be a negotiable instrument. Legally, a check is not payable if it does not bear the drawer's genuine signature.

Standard 5.0 The Credit Function

Acceleration Clause – brings the entire loan due if payments are missed

Adjustable Rate Mortgage (ARM) – mortgages in which the interest rate and payments are fixed for a period of time at the outset but then change according to an index value

Adjusted Balance Method – payments made are subtracted during the billing cycle, however new purchases are not included

Adjustment Interval - The amount of time between interest rate changes to an adjustable rate mortgage (ARM). Most ARMs have two adjustment intervals. The first interval is typically longer (usually 3, 5, 7 or 10 years) during which there is a fixed rate of interest and payment. This initial interval is followed by periodic adjustments to the interest rate (usually every 6 months or year) throughout the remainder of the loan.

Adverse Selection – concept that the borrower who are most willing to accept a high interest rate are the same borrowers who are most likely to default on their loans

Annual Percentage Rate (APR) – nominal rate on which interest is calculated per year

Asset Management - A technique companies employ in coordinating the management of assets and liabilities so that an adequate return may be earned. Also known as "surplus management."

Average Daily Balance Method – credit card balances for each day of the billing cycle are added and then divided by the number of days in the billing cycle to yield an average figure on which the finance charge is calculated

Balloon Mortgage – mortgages in which the interest rate and payment stay fixed, but at some specified point, perhaps five years, the entire remaining balance of the loan is due in one single “balloon” payment

Buy-Down Mortgage – mortgages in which the borrower buys down, or prepays, part of the interest in order to get a lower rate

C's of Credit - A method used by lenders to determine the credit worthiness of potential borrowers. The system weighs five characteristics of the borrower, attempting to gauge the chance of default. The five Cs of credit are Character, Capacity, Capital, Collateral, and Conditions.

Captive Borrower – consumer with a weak credit history

Collateral – item that secures a loan

Consumer Reporting Agency (CRA) – company that compiles and keeps records on consumer payment habits and sells these reports to banks and other companies to use for evaluating creditworthiness

- Credit Approval Process - A method of approving or denying credit based on the lender's judgment rather than on a particular credit scoring model. Judgmental credit analysis entails evaluating the borrower's application and using prior experience dealing with similar applicants to determine credit approval. This process avoids using any algorithms or empirical process to determine approvals.
- Credit Rationing – occurs when banks refuse to provide a loan, or when they lend less than the customer requested
- Credit Risk – a bank's estimate of the probability that the borrower can and will repay a loan with interest as scheduled
- Credit Scoring System - A statistically derived numeric expression of a person's creditworthiness that is used by lenders to assess the likelihood that a person will repay his or her debts. A credit score is based on, among other things, a person's past credit history. It is a number between 300 and 850 - the higher the number, the more creditworthy the person is deemed to be.
- Equal Credit Opportunity Act (ECOA) – prohibits creditors from discriminating against applicants on the basis of race, color, religion, national origin, sex, marital status, and age
- Escrow – amount of money lenders require to be paid to them in advance, from which they pay the real estate taxes
- Fair Credit Reporting Act (FCRA) – promotes accuracy, fairness, and privacy of information in the files of consumer reporting agencies
- Fair Debt Collection Practices Act (FDCPA) – protects consumers from unfair collection techniques; prohibits abusive practices by debt collectors
- Fair, Isaac and Company (FICO) – three-digit number that credit granters can use in making a loan approval decision
- Fannie-Mae – Federal National Mortgage Association (FNMA) was created during the Great Depression in 1938 to help lenders find funds to make available for mortgages
- Federal Housing Administration (FHA) – government backed loan issued by federally qualified lenders, designed for low to moderate income borrowers who are unable to make a large down payment
- Fixed Rate Mortgage (Conventional Mortgage) – loans with a fixed interest rate for the life of the loan
- Foreclosure – occurs when a mortgage is not paid and the creditor seeks a court-ordered sale of the property
- Formula for Interest – $P \text{ (principal)} \times R \text{ (rate)} \times T \text{ (time)} = \text{Interest}$
- Freddie Mac – Federal Home Loan Mortgage Corporation buys home mortgages from banks and other lending institutions and combines them into large groups, selling interest in the groups to investors
- Ginnie Mae – Government National Mortgage Association is part of the Department of Housing and Urban Development (HUD); it backs securities issued by holders of pools of mortgages

Grace Period – amount of time you have to pay the bill in full and avoid any finance charge

Home Equity Loans - A consumer loan secured by a second mortgage, allowing home owners to borrow against their equity in the home. The loan is based on the difference between the homeowner's equity and the home's current market value. The mortgage also provides collateral for an asset-backed security issued by the lender and sometimes tax deductible interest payments for the borrower. Also known as "equity loan" or "second mortgage".

Identity Theft – occurs when someone intentionally obtains your personal information to use that information for personal gain

Index - A statistical indicator that measures changes in the economy in general or in particular areas.

Installment Loan – loan for which the amount of the payments, the rate of interest, and the number of payment (or length of term) are fixed and are repaid on a periodic basis

Interest Rate – price paid for the use of money

Late Payment Fees – fees assessed if payment is received after due date

Lien –legal claim to the property to secure a debt

Lifetime Cap - the maximum interest rate on an adjustable rate loan that may be charged over the total repayment period

Liquidity Risk – risk that a bank will have to sell its assets at a loss to meet its cash demands

Loan – a grant of a temporary use of money

Liquidity – measure of how quickly things may be converted to something of value like cash; liquidity is variable, depending on the nature of the asset or liability

Loan-to-Value (LTV) – value of the loan compared to the value of the asset

Market Risk – risk that an investment will decrease in price as market conditions change

Modern Portfolio Theory (MPT) – states that within any portfolio of investments, diversification should be used to spread out risk

Moral Hazard – occurs when a borrower takes greater risks if they think the harm they will incur from those risks will somehow be minimized

Mortgage – a note, usually long-term and secured by real property, that places a lien on the property and is not released until the debt is paid

Open-End Loan – loan that is flexible, as is the term; the longer the loan is used, the more will be paid

Origination Fees - A fee, often a percentage of the total principal of a loan, charged by a lender to a borrower on initiation of the loan

Over-Extension – to obligate oneself beyond a financial limit

Payment – money paid to the lender in return for a loan

Periodic cap- the cap limits the amount the interest can increase at specific dates on an adjustable rate loan

PITI (Principal, Interest, Taxes and Insurance)- monthly mortgage payments to the lender which consists of principal, interest, taxes and insurance.

Point-a value equal to 1 percent of the loan principal

Predatory lending- Predatory lending is the unfair, deceptive, or fraudulent practices of some lenders during the loan origination process

Previous balance method- method of charging credit card interest that uses the outstanding balance at the end of the previous month to calculate the current month's interest.

Principal – the remaining unpaid balance of a loan or mortgage

Redlining- illegal banking practice in which banks refuse to lend to residents of certain neighborhoods

Refinancing-replacement of an old loan with a new loan under new terms

Reverse mortgage-reverse mortgage occurs when a homeowner receives a sum from the lender secured by the value of a home and does not pay the loan back as long as he or she lives there.

Revolving credit – line of credit that has a maximum limit and can be used on an ongoing basis until the limit is reached

Risk management – the practice of minimizing financial loss through effective policies

Secured loan- a loan in which some item of value backs the loan in case the borrower defaults on the loan

Shared Appreciation Mortgage (SAM) - mortgage which can lower interest rates for borrowers who agree to share profits with the lender when the house is sold

Sum of digits method – method of calculating finance charges that takes the total finance charge, divides it by the number of months in the loan term, and assign a higher ratio of interest to the early payments.

Taxes – includes local real estate taxes paid to the government for property owned.

Term – length of time for a loan in days, months or years.

The Big 3 – The 3 primary credit scoring agencies – Experian, Transunion, Equifax

Truth in Lending Act (TILA) – Title I of the Consumer Credit Protection Act of 1968 that guarantees that all information about costs of a loan is provided in writing to consumers

Unsecured Loan – a loan backed only by the reputation and creditworthiness of the borrower

USDA (U.S. Department of Agriculture) Rural Housing Service- government back loan program that offers direct loans and grants from the government as well as guaranteed loans

Common Core State Standards Grades 6-8**ELA Speaking and Listening Standards Grade 6**

1. Engage effectively in a range of collaborative discussions (one-on-one, in groups, and teacher-led) with diverse partners on grade 6 topics, texts, and issues, building on others' ideas and expressing their own clearly. **SL6.1**
 - a. Come to discussions prepared, having read or studied required material; explicitly draw on that preparation by referring to evidence on the topic, text, or issue to probe and reflect on ideas under discussion. **SL6.1a**
 - b. Follow rules for collegial discussions, set specific goals and deadlines, and define individual roles as needed. **SL6.1b**
 - c. Pose and respond to specific questions with elaboration and detail by making comments that contribute to the topic, text, or issue under discussion. **SL6.1c**
 - d. Review the key ideas expressed and demonstrate understanding of multiple perspectives through reflection and paraphrasing. **SL6.1d**
2. Interpret information presented in diverse media and formats (e.g., visually, quantitatively, orally) and explain how it contributes to a topic, text, or issue under study. **SL6.2**
3. Delineate a speaker's argument and specific claims, distinguishing claims that are supported by reasons and evidence from claims that are not. **SL6.3**
4. Present claims and findings, sequencing ideas logically and using pertinent descriptions, facts, and details to accentuate main ideas or themes; use appropriate eye contact, adequate volume, and clear pronunciation. **SL6.4**
5. Include multimedia components (e.g., graphics, images, music, sound) and visual displays in presentations to clarify information. **SL6.5**

ELA Speaking and Listening Standards Grade 7

1. Engage effectively in a range of collaborative discussions (one-on-one, in groups, and teacher-led) with diverse partners on *grade 7 topics, texts, and issues*, building on others' ideas and expressing their own clearly. **SL7.1**
 - a. Come to discussions prepared, having read or researched material under study; explicitly draw on that preparation by referring to evidence on the topic, text, or issue to probe and reflect on ideas under discussion. **SL7.1a**
 - b. Follow rules for collegial discussions, track progress toward specific goals and deadlines, and define individual roles as needed. **SL7.1b**
 - c. Pose questions that elicit elaboration and respond to others' questions and comments with relevant observations and ideas that bring the discussion back on topic as needed. **SL7.1c**
 - d. Acknowledge new information expressed by others and, when warranted, modify their own views. **SL7.1d**
2. Analyze the main ideas and supporting details presented in diverse media and formats (e.g., visually, quantitatively, orally) and explain how the ideas clarify a topic, text, or issue under study. **SL7.2**
3. Delineate a speaker's argument and specific claims, evaluating the soundness of the reasoning and the relevance and sufficiency of the evidence. **SL7.3**
4. Present claims and findings, emphasizing salient points in a focused, coherent manner with pertinent descriptions, facts, details, and examples; use appropriate eye contact, adequate volume, and clear pronunciation. **SL7.4**
5. Include multimedia components and visual displays in presentations to clarify claims and findings and emphasize salient points. **SL7.5**

ELA Speaking and Listening Standards Grade 8

1. Engage effectively in a range of collaborative discussions (one-on-one, in groups, and teacher-led) with diverse partners on grade 8 topics, texts, and issues, building on others' ideas and expressing their own clearly. **SL8.1**
 - a. Come to discussions prepared, having read or researched material under study; explicitly draw on that preparation by referring to evidence on the topic, text, or issue to probe and reflect on ideas under discussion. **SL8.1a**

- b. Follow rules for collegial discussions and decision-making, track progress toward specific goals and deadlines, and define individual roles as needed. **SL8.1b**
- c. Pose questions that connect the ideas of several speakers and respond to others' questions and comments with relevant evidence, observations, and ideas. **SL8.1c**
- d. Acknowledge new information expressed by others, and, when warranted, qualify or justify their own views in light of the evidence presented. **SL8.1d**
- 2. Analyze the purpose of information presented in diverse media and formats (e.g., visually, quantitatively, orally) and evaluate the motives (e.g., social, commercial, political) behind its presentation. **SL8.2**
- 3. Delineate a speaker's argument and specific claims, evaluating the soundness of the reasoning and relevance and sufficiency of the evidence and identifying when irrelevant evidence is introduced. **SL8.3**
- 4. Present claims and findings, emphasizing salient points in a focused, coherent manner with relevant evidence, sound valid reasoning, and well-chosen details; use appropriate eye contact, adequate volume, and clear pronunciation. **SL8.4**
- 5. Integrate multimedia and visual displays into presentations to clarify information, strengthen claims and evidence, and add interest. **SL8.5**

ELA Language Grade 6

- 4. Determine or clarify the meaning of unknown and multiple-meaning words and phrases based on grade 6 reading and content, choosing flexibly from a range of strategies. **L6.4**
 - a. Use context (e.g., the overall meaning of a sentence or paragraph; a word's position or function in a sentence) as a clue to the meaning of a word or phrase. **L6.4a**
 - b. Use common, grade-appropriate Greek or Latin affixes and roots as clues to the meaning of a word (e.g., audience, auditory, audible). **L6.4b**
 - c. Consult reference materials (e.g., dictionaries, glossaries, thesauruses), both print and digital, to find the pronunciation of a word or determine or clarify its precise meaning or its part of speech. **L6.4c**
 - d. Verify the preliminary determination of the meaning of a word or phrase (e.g., by checking the inferred meaning in context or in a dictionary). **L6.4d**
- 6. Acquire and use accurately grade-appropriate general academic and domain-specific words and phrases; gather vocabulary knowledge when considering a word or phrase important to comprehension or expression. **L6.6**

ELA Language Grade 7

- 4. Determine or clarify the meaning of unknown and multiple-meaning words and phrases based on grade 7 reading and content, choosing flexibly from a range of strategies. **L7.4**
 - a. Use context (e.g., the overall meaning of a sentence or paragraph; a word's position or function in a sentence) as a clue to the meaning of a word or phrase. **L7.4a**
 - b. Use common, grade-appropriate Greek or Latin affixes and roots as clues to the meaning of a word (e.g., belligerent, bellicose, rebel). **L7.4b**
 - c. Consult general and specialized reference materials (e.g., dictionaries, glossaries, thesauruses), both print and digital, to find the pronunciation of a word or determine or clarify its precise meaning or its part of speech. **L7.4c**
 - d. Verify the preliminary determination of the meaning of a word or phrase (e.g., by checking the inferred meaning in context or in a dictionary). **L7.4d**
- 6. Acquire and use accurately grade-appropriate general academic and domain-specific words and phrases; gather vocabulary knowledge when considering a word or phrase important to comprehension or expression. **L7.6**

ELA Language Grade 8

4. Determine or clarify the meaning of unknown and multiple-meaning words or phrases based on grade 8 reading and content, choosing flexibly from a range of strategies. **L8.4**
 - a. Use context (e.g., the overall meaning of a sentence or paragraph; a word's position or function in a sentence) as a clue to the meaning of a word or phrase. **L8.4a**
 - b. Use common, grade-appropriate Greek or Latin affixes and roots as clues to the meaning of a word (e.g., precede, recede, secede). **L8.4b**
 - c. Consult general and specialized reference materials (e.g., dictionaries, glossaries, thesauruses), both print and digital, to find the pronunciation of a word or determine or clarify its precise meaning or its part of speech. **L8.4c**
 - d. Verify the preliminary determination of the meaning of a word or phrase (e.g., by checking the inferred meaning in context or in a dictionary). **L8.4d**
6. Acquire and use accurately grade-appropriate general academic and domain-specific words and phrases; gather vocabulary knowledge when considering a word or phrase important to comprehension or expression. **L8.6**

Reading Standards for Literacy in Science and Technical Subjects Grades 6-8

1. Cite specific textual evidence to support analysis of science and technical texts. **R6-8.1**
2. Determine the central ideas or conclusions of a text; provide an accurate summary of the text distinct from prior knowledge or opinions. **R6-8.2**
3. Follow precisely a multistep procedure when carrying out experiments, taking measurements, or performing technical tasks. **R6-8.3**
4. Determine the meaning of symbols, key terms, and other domain-specific words and phrases as they are used in a specific scientific or technical context relevant to grades 6–8 texts and topics. **R6-8.4**
5. Analyze the structure an author uses to organize a text, including how the major sections contribute to the whole and to an understanding of the topic. **R6-8.5**
6. Analyze the author's purpose in providing an explanation, describing a procedure, or discussing an experiment in a text. **R6-8.6**
7. Integrate quantitative or technical information expressed in words in a text with a version of that information expressed visually (e.g., in a flowchart, diagram, model, graph, or table). **R6-8.7**
8. Distinguish among facts, reasoned judgment based on research findings, and speculation in a text. **R6-8.8**
9. Compare and contrast the information gained from experiments, simulations, video, or multimedia sources with that gained from reading a text on the same topic. **R6-8.9**
10. By the end of grade 8, read and comprehend science/technical texts in the grades 6–8 text complexity band independently and proficiently. **R6-8.10**

Writing Standards for Literacy in History/Social Studies, Science, and Technical Subjects Grades 6-8

1. Write arguments focused on discipline-specific content. **W6-8.1**
 - a. Introduce claim(s) about a topic or issue, acknowledge and distinguish the claim(s) from alternate or opposing claims, and organize the reasons and evidence logically. **W6-8.1a**
 - b. Support claim(s) with logical reasoning and relevant, accurate data and evidence that demonstrate an understanding of the topic or text, using credible sources. **W6-8.1b**
 - c. Use words, phrases, and clauses to create cohesion and clarify the relationships among claim(s), counterclaims, reasons, and evidence. **W6-8.1c**
 - d. Establish and maintain a formal style. **W6-8.1d**
 - e. Provide a concluding statement or section that follows from and supports the argument presented.
2. Write informative/explanatory texts, including the narration of historical events, scientific procedures/experiments, or technical processes. **W6-8.2**

- a. Introduce a topic clearly, previewing what is to follow; organize ideas, concepts, and information into broader categories as appropriate to achieving purpose; include formatting (e.g., headings), graphics (e.g., charts, tables), and multimedia when useful to aiding comprehension. **W6-8.2a**
- b. Develop the topic with relevant, well-chosen facts, definitions, concrete details, quotations, or other information and examples. **W6-8.2b**
- c. Use appropriate and varied transitions to create cohesion and clarify the relationships among ideas and concepts. **W6-8.2c**
- d. Use precise language and domain-specific vocabulary to inform about or explain the topic. **W6-8.2d**
- e. Establish and maintain a formal style and objective tone. **W6-8.2e**
- f. Provide a concluding statement or section that follows from and supports the information or explanation presented. **W6-8.2f**
3. Students must be able to write precise enough descriptions of the step-by-step procedures they use in their investigations or technical work that others can replicate them and (possibly) reach the same results. **W6-8.3**
4. Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience. **W6-8.4**
5. With some guidance and support from peers and adults, develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on how well purpose and audience have been addressed. **W6-8.5**
6. Use technology, including the Internet, to produce and publish writing and present the relationships between information and ideas clearly and efficiently. **W6-8.6**
7. Conduct short research projects to answer a question (including a self-generated question), drawing on several sources and generating additional related, focused questions that allow for multiple avenues of exploration. **W6-8.7**
8. Gather relevant information from multiple print and digital sources, using search terms effectively; assess the credibility and accuracy of each source; and quote or paraphrase the data and conclusions of others while avoiding plagiarism and following a standard format for citation. **W6-8.8**
9. Draw evidence from informational texts to support analysis, reflection, and research. **W6-8.9**
10. Write routinely over extended time frames (time for reflection and revision) and shorter time frames (a single sitting or a day or two) for a range of discipline-specific tasks, purposes, and audiences. **W6-8.10**

Common Career and Technical Core Standards

Business Management and Administration Career Cluster

Business Management and Administration Career Cluster Standards

1. Utilize mathematical concepts, skills, and problem solving to obtain necessary information for decision making in business. **BM1**
2. Describe laws, rules, and regulations as they apply to effective business operations. **BM2**
3. Explore, develop, and apply strategies for ensuring a successful business career. **BM3**
4. Identify, demonstrate, and implement solutions in managing effective customer relationships. **BM4**
5. Implement systems, strategies, and techniques used to manage information in a business. **BM5**
6. Implement, monitor, and evaluate processes to ensure efficiency and quality results. **BM6**

Administrative Support Career Pathway (BM-ADM)

1. Plan, staff, lead, and organize human resources to enhance employee productivity and satisfaction. **BM-ADM1**
2. Access, evaluate and disseminate information for business decision making. **BM-ADM2**
3. Plan, monitor and manage day-to-day business activities. **BM-ADM3**

General Management Career Pathway (BM-MGT)

1. Describe and follow laws and regulations affecting business operations and transactions. **BM-MGT1**
2. Access, evaluate, and disseminate information for business decision making. **BM-MGT2**
3. Apply economic concepts fundamental to global business operations. **BM-MGT3**
4. Employ and manage techniques, strategies, and systems to enhance business relationships. **BM-MGT4**
5. Plan, monitor, and manage the use of financial resources to ensure a business' financial well-being. **BM-MGT5**
6. Plan, monitor, and manage day-to-day business functions activities to sustain continued business functioning. **BM-MGT6**
7. Plan, organize, and manage an organization/department to achieve business goals. **BM-MGT7**
8. Create strategic plans used to manage business growth, profit, and goals. **BM-MGT8**

Finance Career Cluster**Finance Career Cluster Standards (FN)**

1. Utilize mathematical concepts, skills, and problem solving to obtain necessary information for decision making in the finance industry. **FN1**
2. Utilize tools, strategies, and systems to plan, monitor, manage, and maintain the use of financial resources. **FN2**
3. Plan, staff, lead, and organize human resources in finance to enhance employee productivity and job satisfaction. **FN3**
4. Determine effective tools, techniques, and systems to communicate and deliver value to finance customers. **FN4**
5. Create and maintain positive, ongoing relationships with finance customers. **FN5**
6. Plan, monitor, and manage day-to-day activities to ensure effective and efficient finance operations. **FN6**
7. Implement safety, health, and environmental controls to ensure a safe and productive finance workplace. **FN7**
8. Describe and follow laws, regulations, and ethical standards that affect finance operations and transactions. **FN8**
9. Plan, manage, and maintain the use of financial resources to protect solvency. **FN9**
10. Plan, organize, and manage a finance organization/department. **FN10**
11. Plan, monitor, and manage day-to-day activities required to sustain continued business functioning. **FN11**
12. Access, evaluate, and disseminate financial information to enhance financial decision-making processes. **FN12**
13. Manage a financial product or service mix in order to respond to market opportunities. **FN13**
14. Employ financial risk-management strategies and techniques used to minimize business loss. **FN14**

Accounting Career Pathway (FN-ACT)

1. Describe and follow laws and regulations to manage accounting operations and transactions. **FN-ACT1**
2. Utilize accounting tools, strategies, and systems to plan, monitor, manage, and maintain the use of financial resources. **FN-ACT2**
3. Process, evaluate, and disseminate financial information to assist business decision making. **FN-ACT3**
4. Utilize career-planning concepts, tools, and strategies to explore, obtain, and/or develop an accounting career. **FN-ACT4**

Banking Services Career Pathway (FN-BNK)

1. Describe and abide by laws and regulations in order to manage business operations and transactions in the banking services industry. **FN-BNK1**
2. Create and maintain positive, ongoing relationships with banking customers in order to enhance the organization's image. **FN-BNK2**
3. Manage the use of financial resources to enhance banking performance. **FN-BNK3**
4. Demonstrate the use of banking technology and equipment. **FN-BNK4**
5. Manage the day-to-day activities within a banking organization to ensure secure operations. **FN-BNK5**
6. Utilize career planning concepts, tools, and strategies to explore, obtain, and develop a career in banking services. **FN-BNK6**
7. Determine client needs and wants and respond through planned, personalized communication to influence purchase decisions and enhance future business opportunities in banking services. **FN-BNK7**

Business Finance Career Pathway (FN-BFN)

1. Describe and follow laws and regulations to manage business operations and transactions in corporate finance. **FN-BFN1**
2. Manage the use of financial resources to ensure business stability. **FN-BFN2**
3. Utilize career-planning concepts, tools, and strategies to explore, obtain, and/or develop in a corporate finance career. **FN-BFN3**
4. Employ risk-management strategies and techniques in corporate finance to minimize business loss. **FN-BFN4**

Insurance Career Pathway (FN-INS)

1. Describe and follow laws and regulations to manage business operations and transactions in the insurance industry. **FN-INS1**
2. Plan, monitor, and manage day-to-day insurance organization activities. **FN-INS2**
3. Utilize career-planning concepts, tools, and strategies to explore, obtain, and/or develop a career in insurance. **FN-INS3**
4. Demonstrate underwriting techniques and strategies to evaluate the risk posed by potential insurance clients. **FN-INS4**
5. Determine client needs and wants and respond through planned, personalized communication to guide purchase decisions and enhance future insurance business opportunities. **FN-INS5**

Securities and Investments Career Pathway (FN-SEC)

1. Describe and follow laws and regulations to manage business operations and transactions in the securities and investments industry. **FN-SEC1**
2. Manage the use of financial resources to perform key duties in the securities and investments industry. **FN-SEC2**
3. Plan, monitor, and manage day-to-day securities and investments operations. **FN-SEC3**
4. Utilize career-planning concepts, tools, and resources to explore, obtain, and/or develop in a securities and investments career. **FN-SEC4**
5. Determine client needs and wants and respond through planned, personalized communication to guide purchase decisions and enhance future securities and investments opportunities. **FN-SEC4**

Hospitality & Tourism Career Cluster**Hospitality & Tourism Career Cluster Standards (HT)**

1. Describe the key components of marketing and promoting hospitality and tourism products and services. **HT1**
2. Evaluate the nature and scope of the Hospitality and Tourism Career Cluster and the role of hospitality and tourism in society and the economy. **HT2**
3. Demonstrate hospitality and tourism customer service skills that meet customers' needs. **HT3**
4. Describe employee rights and responsibilities and employers' obligations concerning occupational health and safety in the hospitality and tourism workplace. **HT4**
5. Identify potential (real and perceived) hazards and emergency situations and determine the appropriate safety and security measures in the hospitality and tourism workplace. **HT5**
6. Describe career opportunities and means to attain those opportunities in each of the Hospitality and Tourism Career Pathways. **HT6**

Travel and Tourism Career Pathway (HT-TT)

1. Apply information about time zones, seasons, and domestic and international maps to create or enhance travel. **HT-TT1**
2. Apply unit and time conversion skills to develop travel schedules and compute cost, distance, and time (including travel time) factors. **HT-TT2**
3. Analyze cultural diversity factors to enhance travel planning. **HT-TT3**
4. Assess the potential (real and perceived) hazards related to multiple environments, and recommend appropriate safety, health, and security measures for travelers. **HT-TT4**
5. Develop a safety and security plan containing proactive and reactive solutions to manage emergency situations for travelers and staff. **HT-TT5**
6. Use common travel and tourism terminology used to communicate within the industry. **HT-TT6**
7. Customize travel with diverse transportation, lodging, cruise, and food options. **HT-TT7**
8. Compare and contrast services and products from related industries to understand and evaluate how they impact the delivery of travel and tourism products and services to customers. **HT-TT8**
9. Identify the community elements necessary to maintain cooperative tourism development efforts. **HT-TT9**
10. Develop a travel product that matches customer needs, wants, and expectations. **HT-TT10**
11. Design promotional packages to effectively market travel and tourism. **HT-TT11**
12. Select the most effective communication technique and media venue to convey travel marketing information to a target audience. **HT-TT12**

Information Technology Career Cluster**Information Technology Career Cluster Standards (IT)**

1. Demonstrate effective professional communication skills and practices that enable positive customer relationships. **IT1**

2. Use product or service design processes and guidelines to produce a quality information technology (IT) product or service. **IT2**
3. Demonstrate the effectiveness of cross-functional teams in achieving IT project goals. **IT3**
4. Demonstrate positive cyber citizenry by applying industry accepted ethical practices and behaviors. **IT4**
5. Explain the implications of IT on business transformation and development. **IT5**
6. Describe trends in emerging and evolving computer technologies and their influence on IT practices. **IT6**
7. Perform standard computer backup and restore procedures to protect IT information. **IT7**
8. Recognize and analyze potential IT security threats to develop and maintain security requirements. **IT8**
9. Describe quality assurance practices and methods employed in producing and providing quality IT products and services. **IT9**
10. Describe the use of computer forensics to prevent and solve information technology crimes and security breaches. **IT10**

Web and Digital Communications Career Pathway (IT-WD)

1. Analyze customer requirements to design and develop a Web or digital communication product. **IT-WD1**
2. Apply the design and development process to produce user-focused Web and digital communications solutions. **IT-WD2**
3. Write product specifications that define the scope of work aligned to customer requirements. **IT-WD3**
4. Demonstrate the effective use of tools for digital communication production, development, and project management. **IT-WD4**
5. Develop, administer, and maintain Web applications. **IT-WD5**
6. Design, create, and publish a digital communication product based on customer needs. **IT-WD6**
7. Evaluate the functionality of a digital communication product using industry accepted techniques and metrics. **IT-WD7**
8. Implement quality assurance processes to deliver quality digital communication products and services. **IT-WD8**
9. Perform maintenance and customer support functions for digital communication products. **IT-WD9**
10. Comply with intellectual property laws, copyright laws and ethical practices when creating Web and digital communications. **IT-WD10**

Marketing Career Cluster**Marketing Career Cluster Standards (MK)**

1. Describe the impact of economics, economics systems, and entrepreneurship on marketing. **MK1**
2. Implement marketing research to obtain and evaluate information for the creation of a marketing plan. **MK2**
3. Plan, monitor, manage, and maintain the use of financial resources for marketing activities. **MK3**
4. Plan, monitor, manage, and maintain the day-to-day activities required for continued marketing business operations. **MK4**
5. Describe career opportunities and the means to achieve those opportunities in each of the Marketing Career Pathways. **MK5**
6. Select, monitor, and manage sales and distribution channels. **MK6**
7. Determine and adjust prices to maximize return while maintaining customer perception of value. **MK7**
8. Obtain, develop, maintain, and improve a product or service mix in response to market opportunities. **MK8**
9. Communicate information about products, services, images, and/or ideas to achieve a desired outcome. **MK9**
10. Use marketing strategies and processes to determine and meet client needs and wants. **MK10**

Marketing Management Career Pathway (MK-MGT)

1. Plan, organize, and lead marketing staff to achieve business goals. **MK-MGT1**
2. Plan, manage, and monitor day-to-day marketing management operations. **MK-MGT2**
3. Plan, manage, and organize to meet the requirements of the marketing plan. **MK-MGT3**
4. Access, evaluate, and disseminate information to aid in making marketing management decisions. **MK-MGT4**
5. Determine and adjust prices to maximize return and meet customers' perceptions of value. **MK-MGT5**
6. Obtain, develop, maintain, and improve a product or service mix in response to market opportunities. **MK-MGT6**
7. Communicate information about products, services, images, and/or ideas. **MK-MGT7**

Marketing Research Career Pathway (MK-RES)

1. Plan, organize, and manage day-to-day marketing research activities. **MK-RES1**
2. Design and conduct research activities to facilitate marketing business decisions. **MK-RES2**
3. Use information systems and tools to make marketing research decisions. **MK-RES3**

Common Career and Technical Core Career Ready Practices (CCTC CRP)

1. Act as a responsible and contributing citizen and employee. **CRP1**
2. Apply appropriate academic and technical skills. **CRP2**
3. Attend to personal health and financial well-being. **CRP3**
4. Communicate clearly, effectively, and with reason. **CRP4**
5. Consider the environmental, social, and economic impacts of decisions. **CRP5**
6. Demonstrate creativity and innovation. **CRP6**
7. Employ valid and reliable research strategies. **CRP7**
8. Utilize critical thinking to make sense of problems and persevere in solving them. **CRP8**
9. Model integrity, ethical leadership, and effective management. **CRP9**
10. Plan education and career path aligned to personal goals. **CRP10**
11. Use technology to enhance productivity. **CRP11**
12. Work productively in teams while using cultural/global competence. **CRP12**

National Standards for Business Education**Accounting***Accounting the Profession*

1. Understand the role that accountants play in business and society. **ACC1**
2. Describe career opportunities in the accounting profession. **ACC2**
3. Demonstrate the skills and competencies required to be successful in the accounting profession and/or in an accounting-related career. **ACC3**

Financial Reports

4. Develop an understanding and working knowledge of an annual report and financial statements. **ACC4**

Financial Analysis

5. Assess the financial condition and operating results of a company and analyze and interpret financial statements and information to make informed business decisions. **ACC5**

Accounting Applications

6. Identify and describe generally accepted accounting principles (GAAP), explain how the application of GAAP impacts the recording of financial transactions, and the preparation of financial statements. **ACC6**

Accounting Process

7. Complete the steps in the accounting cycle in order to prepare the financial statements. **ACC7**

Interpretation and Use of Data

8. Use planning and control principles to evaluate the performance of an organization and apply differential analysis and present-value concepts to make decision. **ACC8**

Compliance

9. Develop a working knowledge of individual income tax procedures and requirements to comply with tax laws and regulations. **ACC9**

Business Law*Basics of the Law*

1. Analyze the relationship between ethics and the law and describe sources of the law, the structure of the court system, different classifications of procedural law, and different classifications of substantive law. **BL1**

Contract Law, Law of Sales, and Consumer Law

2. Analyze the relationships between contract law, law of sales, and consumer law. **BL2**

Agency and Employment

3. Analyze the role and importance of agency law, and employment law as they relate to the conduct of business in the national and international marketplaces. **BL3**

Business Organizations

4. Describe the major types of business organizations, including sole proprietorships, partnerships, corporations, and limited liability companies, operating within the socioeconomic arena of the national and international marketplace. **BL4**

Property Law

5. Explain the legal rules that apply to personal property, [and] real property and intellectual property. **BL5**

Negotiable Instruments, Secured Transactions, Bankruptcy

6. Analyze the functions of negotiable instruments, insurance, secured transactions, and bankruptcy. **BL6**

Computer Law

7. Explain how advances in computer technology impact such areas as intellectual property, contract law, criminal law, tort law, and international law. **BL7**

Environmental Law and Energy Regulation

8. Explain the legal rules that apply to environmental law and energy regulation. **BL8**

Family Law

9. Achievement Standard: Explain the legal rules that apply to marriage, divorce, and child custody. **BL9**

Wills and Trusts

10. Achievement Standard: Determine the appropriateness of wills and trusts in estate planning. **BL10**

Career Development*Self-Awareness*

1. Assess personal skills, abilities, and aptitudes and personal strengths and weaknesses as they relate to career exploration and development. **CD1**

Career Research

2. Utilize career resources to develop a career information database that includes international career opportunities. **CD2**

Workplace Expectations

3. Relate the importance of workplace expectations to career development. **CD3**

Career Strategy

4. Apply knowledge gained from individual assessment to a comprehensive set of goals and an individual career plan. **CD4**

School-to-Career Transition

5. Develop strategies to make an effective transition from school to career. **CD5**

Lifelong Learning

6. Relate the importance of lifelong learning to career success. **CD6**

Communication

Foundations of Communication

1. Communicate in a clear, complete, concise, correct, and courteous manner on personal and professional levels. **COM1**

Societal Communication

2. Apply basic social communication skills in personal and professional situations. **COM2**

Workplace Communication

3. Incorporate appropriate leadership and supervision techniques, customer service strategies, and personal ethics standards to communicate effectively with various business constituencies. **COM3**

Technological Communication

4. Use technology to enhance the effectiveness of communication. **COM4**

Computation

Mathematical Foundations

1. Apply basic mathematical operations to solve problems. **CMP1**

Number Relationships and Operations

2. Solve problems involving whole numbers, decimals, fractions, percents, ratios, averages, and proportions. **CMP2**

Patterns, Functions, and Algebra

3. Use algebraic operations to solve problems. **CMP3**

Measurements

4. Use common international standards of measurement when solving problems. **CMP4**

Statistics and Probability

5. Analyze and interpret data using common statistical procedures. **CMP5**

Problem-Solving Applications

6. Achievement Standard: Use mathematical procedures to analyze and solve business problems. **CMP6**

Economic & Personal Finance*Allocation of Resources*

1. Assess opportunity costs and trade-offs involved in making choices about how to use scarce economic resources. **EPF1**

Economic Systems

2. Explain why societies develop economic systems, identify the basic features of different economic systems, and analyze the major features of the U.S. economic system. **EPF2**

Economic Institutions and Incentives

3. Analyze the role of core economic institutions and incentives in the U.S. economy. **EPF3**

Markets and Prices

4. Analyze the role of markets and prices in the U.S. economy. **EPF4**

Market Structures

5. Analyze the different types of market structures and the effect they have on the price and the quality of the goods and services produced. **EPF5**

Productivity

6. Explain the importance of productivity and analyze how specialization, division of labor, investment in physical and human capital, and technological change affect productivity and global trade. **EPF6**

The Role of Government

7. Analyze the role of government in economic systems, especially the role of government in the U.S. economy. **EPF7**

Global Economic Concepts

8. Examine the role of trade, protectionism, and monetary markets in the global economy. **EPF8**

Aggregate Supply and Aggregate Demand

9. Analyze how the U.S. economy functions as a whole and describe selected macroeconomic measures of economic activity. **EPF9**

Personal Decision Making

10. Use a rational decision-making process as it applies to the roles of citizens, workers, and consumers. **EPF10**

Earning and Reporting Income

11. Identify various forms of income and analyze factors that affect income as a part of the career decision-making process. **EPF11**

Managing Finances and Budgeting

12. Develop and evaluate a spending/savings plan. **EPF12**

Saving and Investing

13. Evaluate savings and investment options to meet short- and long-term goals. **EPF13**

Buying Goods and Services

14. Apply a decision-making model to maximize consumer satisfaction when buying goods and services. **EPF14**

Banking and Financial Institutions

15. Evaluate services provided by financial deposit institutions to transfer funds. **EPF15**

Using Credit

16. Analyze factors that affect the choice of credit, the cost of credit, and the legal aspects of using credit. **EPF16**

Protecting Against Risk

17. Analyze choices available to consumers for protection against risk and financial loss. **EPF17**

Entrepreneurship

Entrepreneurs and Entrepreneurial Opportunities

1. Recognize that entrepreneurs possess unique characteristics and evaluate the degree to which one possesses those characteristics. **ENT1**

Marketing

2. Analyze customer groups and develop a plan to identify, reach, and keep customers in a specific target market. **ENT2**

Economics

3. Apply economic concepts when making decisions for an entrepreneurial venture. **ENT3**

Finance

4. Use the financial concepts and tools needed by the entrepreneur in making business decisions. **ENT4**

Accounting

5. Recognize that entrepreneurs must establish, maintain, and analyze appropriate records to make business decisions. **ENT5**

Management

6. Develop a management plan for an entrepreneurial venture. **ENT6**

Global Markets

7. Analyze the effect of cultural differences, export/import opportunities, and trends on an entrepreneurial venture in the global marketplace. **ENT7**

Legal

8. Analyze how forms of business ownership, government regulations, and business ethics affect entrepreneurial ventures. **ENT8**

Business Plans

9. Develop a business plan. **ENT9**

Information Technology

Impact on Society

1. Assess the impact of information technology in a global society. **IT1**

Hardware

2. Describe current and emerging hardware; configure, install, and upgrade hardware; diagnose problems; and repair hardware. **IT2**

Operating Systems and Utilities

3. Identify, evaluate, select, install, use, upgrade, customize, and diagnose and solve problems with various types of operating systems and utilities. **IT3**

Input Technologies

4. Use various input technologies to enter and manipulate information appropriately. **IT4**

Productivity Software

5. Identify, evaluate, select, install, use, upgrade, and customize productivity software; diagnose and solve software problems. **IT5**

Interactive Media

6. Use multimedia software to create media rich projects. **IT6**

Web Development and Design

7. Design, develop, test, implement, update, and evaluate web solutions. **IT7**

Information Retrieval and Synthesis

8. Gather, evaluate, use, cite, and disseminate information from technology sources. **IT8**

Database Management Systems

9. Use, plan, develop, and maintain database management systems. **IT9**

Systems Analysis and Design

10. Analyze and design information systems using appropriate development tools. **IT10**

Programming and Application Development

11. Design, develop, test, and implement programs. **IT11**

Telecommunications and Networking Infrastructures

12. Develop the skills to design, deploy, and administer networks and telecommunications systems. **IT12**

Information Technology Planning and Acquisition

13. Plan the selection and acquisition of information technologies. **IT13**

Security, Privacy, and Risk Management

14. Design and implement security, privacy, and risk management policies and procedures for information technology. **IT14**

Ethical and Legal Issues

15. Describe, analyze, develop, and follow policies for managing ethical and legal issues in organizations and in a technology-based society. **IT15**

Technical Support and Training

16. Develop the technical and interpersonal skills and knowledge to train and support the user community. **IT16**

Information Technology and Business Functions

17. Describe the information technology components of business functions and explain their interrelationships. **IT17**

Information Technology Careers

18. Explore positions and career paths in information technology. **IT18**

International Business

Foundations of International Business

1. Explain the role of international business; analyze how it impacts business at all levels, including the local, state, national, and international levels. **IB1**

The Global Business Environment

2. Describe the interrelatedness of the social, cultural, political, legal, and economic factors that shape and impact the global business environment. **IB2**

International Business Communication

3. Apply communication strategies necessary and appropriate for effective and profitable international business relations. **IB3**

Global Business Ethics and Social Responsibility

4. Describe the factors that define what is considered ethical and socially responsible business behavior in a global business environment. **IB4**

Organizational Structures for International Business Activities

5. Identify forms of business ownership and entrepreneurial opportunities available in international business. **IB5**

International Trade

6. Relate balance of trade concepts to the import/export process. **IB6**

International Management

7. Analyze special challenges in operations, human resources, and strategic management in international business. **IB7**

International Marketing

8. Apply marketing concepts to international business situations. **IB8**

International Finance

9. Explain the concepts, role, and importance of international finance and risk management. **IB9**

Management

Management Functions

1. Analyze the management functions and their implementation and integration within the business environment. **MGT1**

Management Theories

2. Analyze management theories and their application within the business environment. **MGT2**

Business Organization

3. Analyze the organization of a business. **MGT3**

Personal Management Skills

4. Develop personal management skills to function effectively and efficiently in a business environment. **MGT4**

Ethics and Social Responsibility

5. Examine the role of ethics and social responsibility in decision making. **MGT5**

Human Resource Management

6. Describe human resource functions and their importance to an organization's successful operation. **MGT6**

Organized Labor

7. Describe the role of organized labor and its influence on government and business. **MGT7**

Technology and Information Management

8. Utilize information and technology tools to conduct business effectively and efficiently. **MGT8**

Industry Analysis

9. Analyze a business organization's competitive position within the industry. **MGT9**

Financial Decision Making

10. Analyze financial data influenced by internal and external factors in order to make short-term and long-term decisions. **MGT10**

Operations Management

11. Apply operations management principles and procedures to the design of an operations plan. **MGT11**

Global Perspective

12. Examine the issues of corporate culture and managing in the global environment. **MGT12**

Marketing

Foundations of Marketing

1. Recognize the customer-oriented nature of marketing and analyze the impact of marketing activities on the individual, business, and society. **MKT1**

Consumers and Their Behavior

2. Analyze the characteristics, motivations, and behaviors of consumers. **MKT2**

External Factors

3. Analyze the influence of external factors on marketing. **MKT3**

The Marketing Mix

4. Analyze the elements of the marketing mix, their interrelationships, and how they are used in the marketing process. **MKT4**

Marketing Research

5. Analyze the role of marketing research in decision making. **MKT5**

The Marketing Plan

6. Describe the elements, design, and purposes of a marketing plan. **MKT6**